

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date 7/30/75	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. 76-01		Date Received AUG 13 1975	Application No. 75-184	Date Completed SEP - 3 1975
3. AGENCY, Division, Subdivision & Administering Office Address State Merit System - Applicant Services Division 244 Washington Street, Room 574 Atlanta, Georgia 30334		4. Person to Contact Linda V. DeLoach		
		5. Working Title Personnel Technician	6. Tel. No. 656-2720	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
Approx. 1944 to Present9. Exact Series Title
Obsolete Written Examination File

10. What is the function of the office in which this record series is created?

Documents relating to examining applicants for employment in positions under the jurisdiction of the Merit System. Included are written examinations containing actual test questions.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to examining applicants for employment.

Obsolete examinations (actual test questions) which have been replaced by newly-developed tests.

Included are obsolete examination booklets (actual test questions) which have been replaced by newly-developed tests. Booklets consist of several pages of multiple choice questions bound in card stock paper. Also included are keyed copies of the test booklets.

File is arranged alphabetically by examination title.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	6.65	10		8.19	12.28
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
					4.07
			Yearly AVERAGE DAILY REFERENCES	This Year's	Last Year's
				1	1
				1	1
				1	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

- | | | YES | NO |
|---|-------------------------------------|-------------------------------------|--------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 16. Does the series contain classified information requiring security handling?
This material is of a very sensitive nature, as this material may be reused in testing. Material must be shredded or burned in the presence of someone from the record center. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

24. REQUIREMENTS. The following requires the files to be kept see below years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

C Could be used for reference purposes to compose new tests. Reference value ceases after 6 years, but this material will have historical value thereafter.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☒ Other: (Specify) file

Record Copy File: Cut off/at end of each calendar year; hold in current files area 1 year; then transfer to State Archives for permanent retention. (NOTE: Record Copy File consists of one complete copy of questions and answers for each examination.)

Examination Copy File: Cut off/quarterly; transfer to State Records Center for security destruction.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Jean M. Stuckland</i>	7/30/75		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert C. Moore</i>	7/30/75
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	8-29-75
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	8/28/75
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>W. M. Sullivan</i>	8-29-75

STATE RECORDS
COMMITTEE